

CONTRACT FILE CONTENT CHECKLIST

Contract Number:	Modification Number:
Contractor:	
<p style="text-align: center;">INSTRUCTIONS</p> <p>Place documents in the file separated by appropriately numbered tabs. File award support documents in Section C.1, Award File Plan. Insert the File No. And the Tab No. for each item listed. The list of items is not all inclusive therefore, the Contract Specialists must refer to the FAR, DEAR, Acquisition Letters, Acquisition Guides, and other related procurement materials to assure that all actions are documented in the file.</p>	

DOCUMENT	File No.	Tab No.
SECTION I – PRESOLICITATION		
DOE F 4200-33, Procurement Request		
DOE F 4220.2, Section 8(a) SB/LSA Set-Aside Review		
Statement of Work		
Independent Government Estimate		
Reporting Requirements Checklist (F 480.1)		
Market Research/Suggested Sources (FAR 10 and 12)		
Security Classification Specs (DOE F 470.1) (DOE O 470.1)		
Acquisition Plan/Strategy Memoranda (FAR 7.103(e))		
Suggested evaluation criteria		
Suggested qualification criteria		
Government Furnished Property List (File: Section G.1)		
Justification for other than full & open competition (JOFOC) (FAR 6.303-2)		
Justification for Options (FAR 17.205(a))		
Determination & Findings - Time & Material (FAR 16.601)		
FEDBIZOPPS/IIPS Sources Sought Synopsis		
JOFOC Synopsis		
Offering Letter to SBA to Contract with 8(a)		
Acceptance Letter from SBA		
OCI Pre-Procurement Fact Sheet (Advisory and Assistance)		
M&O Extend/Compete Decision		
Delegation of Source Selection Authority (AL 2000-09)		
Board/Team Designations (FAR 15.303)		
Confidentiality / Conflict of Interest Certifications		
Solicitation Planning		
Rating Plan (Source Evaluation Plan) (FAR 15.303)		

DOCUMENT	File No.	Tab No.
Qualification Criteria		
Documentation for type of contract selected (FAR 16.103(d))		
Service Contract Act/Davis-Bacon Wage Rate Determinations		
Environment, Safety, Health, and Quality requirements		
Intellectual Property/Patent Clauses from Patent Counsel		
Human Resources Considerations (Industrial Personnel)		
Pre-Solicitation Conference		
Public Affairs Office/Safeguards & Security Clearance (form)		
IIPS Notice (FAR 5.203(a))		
Draft Solicitation		
FAR/DEAR Deviation Approval (Acq. Guide, Chapter 1)		
Comments and Responses to Draft RFP		
Correspondence, e-mails, and Memoranda related to Section I		
SECTION II – SOLICITATION		
FEDBIZOPPS / IIPS Announcement and Amendments (FAR 5.203(a))		
Solicitation and Amendments		
DOE Hq. Business Clearance (Acq. Guide Chapter 71)		
Solicitation Review Comments and Resolution of Findings		
Pre-proposal Conference and Tour Documentation		
Resource Information for Prospective Offerors		
Solicitation Questions and Answers		
Intention to Submit an Offer		
List of Firms Submitting Offers		
Acknowledgment of Amendments		
Abstract of Bids		
Disposition of Late Proposals (FAR 15.208)		
Oral Presentation Schedule and Correspondence		
Correspondence and Memoranda Relating to Section II		
SECTION III – EVALUATION		
Offer(s) not in competitive range (Filed Separately)		
Offer(s) in competitive range (Filed Separately)		
Check of Debarred, Ineligible, and Suspended Bidders List		

DOCUMENT	File No.	Tab No.
Request for Audit/Advisory Report (FAR 15.404-2)		
Audit Waiver (DEAR 915.404-2-70)		
Request Cost/Price analysis support		
Small Business Subcontracting Plan		
EEO Compliance Review (FAR 22.805)		
FOCI Determination Documents (FOCI Justification also in forms bin 201)		
VETS 100 - Federal Contractor Vets Employment Report		
Past Performance Review		
Qualification Criteria Review		
Oral Presentations		
Clarifications (FAR 15.306(a))		
Technical Committee Reports		
Board Individual Rating Sheets		
Cost Committee Reports/Waiver/Audits		
Communications (FAR 15.306(b))		
Source Selection Report /Briefing Charts		
Selection Stmt/Competitive Range Determination (FAR 15.306)		
Notice to Firms in Competitive Range (FAR 15.503)		
Notice to Firms not in Competitive Range (FAR 15.503)		
Preaward Debriefings to offerors not in Competitive Range		
Pre Negotiation Position/Approval. (FAR 15.406-1)		
Exchanges with Offerors in Competitive Range (FAR 15.306)		
Price Negotiation Memorandum		
Certificate of Current Cost or Pricing Data/Waiver		
Written request for revised proposals and signed contracts		
Correspondence and Memoranda Relating to Section III		
Miscellaneous		
SECTION IV FINAL EVALUATION/NEGOTIATION		
Successful Final Revised Offer		
Unsuccessful Final Revised Offers (filed separately)		
Certificate of Current Cost and Pricing Data		
Cost Committee Report/Audit		
Waiver of Audit/Cost and Pricing Data		
Board/Technical Committee Evaluation and Work Sheets		
Source Selection Report		

DOCUMENT	File No.	Tab No.
Source Selection Official Briefing Charts/Presentation		
Source Selection Statement		
Minutes of Meetings		
Certificate of Competency		
Review/Approval Subcontracting Plan (File: Section I.1)		
Advance Agreements		
Advance Payments, Letter of Credit, etc.		
Correspondence/Memoranda Relating to Section IV		
Miscellaneous		
SECTION V – REVIEW/APPROVALS/CLEARANCE		
Independent Review; Resolution of Findings		
DOE-HQs Business Clearance Approval		
Congressional Affairs Notice (DOE F 4220.10)		
Notice to Successful Offeror		
Notice to Unsuccessful Offeror(s)		
SECTION VI – AWARD DOCUMENTS		
Definitive Contract (File: Section B.1, Award File Plan)		
Contract Modifications (File: Section B.1, Award File Plan)		
Contractor Acceptance/Exceptions Correspondence		
Task/Delivery Orders (File Section B.2, Award File Plan)		
Letter Contracts		
SECTION VII – POST AWARD DOCUMENTS		
Press Release		
Post-award FEDBIZOPS/IPPS synopsis (FAR 15.506)		
Post-award debriefings (FAR 15.506)		
Payment and Performance Bonds		
Notice to Proceed		
Post-award Orientation		
COR/CTM Appointments (File: Section D.2)		
DOE F 4200.4 IPAR		
Distribution Record		
Lessons Learned Documentation		
Miscellaneous Correspondence/Documents relating to Sec VII		

DOCUMENT	File No.	Tab No.
SECTION VIII– MISCELLANEOUS		
Protest (File: Section M. Award File Plan)		
Statement of Relevant Facts/Memorandum of Law		
Protest Decision		

Contract Specialist's Signature

Date: _____

Branch Chief's/Cognizant CO's Signature

Date: _____